

LANCASTER COUNTY EXTENSION ASSISTANT I

NATURE OF WORK

This is entry-level technical support work involving considerable public contact and serving as an information and research source for the Extension Educator.

Work involves responsibility for communicating information as guided and directed by the Extension Educator so as to be consistent with guidelines approved by the University of Nebraska Cooperative Extension Service specialists and the U.S.D.A.. Work further involves compiling recommendations from documented materials provided by an administrative superior; assisting in planning, developing and presenting programs to individuals, groups, and the media; responding to inquiries related but not limited to the identification of plant and insect pests, weeds, clothing and textiles, and the preparation of foods; and drafting newsletter articles. During the course of work activities, an employee may operate a computer terminal, calculating machine and other related office equipment, but such operation is not a determining feature of the class. Supervision and direction is received from the Extension Educator, with work being reviewed in the form of oral and written reports, accuracy of information communicated and the effectiveness of programs provided.

EXAMPLES OF WORK PERFORMED

Evaluate and answer questions from the general public pertaining to subject matter in a given field under the guidance and direction of the Extension Educator.

Assemble and help in the development of training and educational materials for volunteer programs.

Collect, process, handle and identify samples, photographs, and specimens; operate sampling equipment as assigned and directed.

Assist extension staff with the planning, development and presentation of extension programs to individuals and the general public.

Assist in identifying and responding to inquiries concerning common plants, pests, weeds, clothing and textiles, and prepared foods; explain control and/or formulation procedures as previously determined and documented by an administrative superior.

Collect promotional materials and draft newsletter articles from outlines provided by the Extension Educator.

Promote and process workshop applications or orders; assist clients in selecting appropriate workshops based on interests and topic relevancy.

Compile recommendations from documented materials; complete and submit reports of duties performed; maintain records; summarize consumer request information.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge, experience or training in subject matter related to the specific duties of the position and its relation to cooperative extension work.

Knowledge in the use of desktop publishing may be required for certain work responsibilities within this classification.

Ability to support short and long range goals as determined by supervisory personnel and the Cooperative Extension Service.

Ability to operate computer terminals, calculating machines, projectors, VCR's, CRT's, and other common office machines.

Ability to collect, organize, and present programs or promotional materials as directed.

Ability to communicate effectively both orally and in writing including presentations and reports.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in agriculture, horticulture, forestry, family and consumer sciences, education, or related field plus experience serving in a related area of the extension service. 4-H Club or similar youth organization experience highly desirable.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in agriculture, horticulture, forestry, family and consumer sciences, education or related field plus some experience serving in a related area of the extension service or any equivalent combination of training and experience which provides the desirable knowledges, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

Revised 6/97

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